

# Setting up and Administering Alternate Montana Science Assessments

OPI DATA AND  
ASSESSMENT  
“ASSIST”  
CONFERENCE

JANUARY 13–14, 2020

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# Objectives

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**After viewing this presentation, you should be able to:**

- Use the TA Interface to start and run a test session
- Monitor the testing process
- Pause and stop a test session
- Transfer sessions between computers and mobile devices
- Understand the student login process
- Understand basic navigation of the student interface

The Alternate Assessment is intended to be administered with the student and teacher together. Depending on student ability, teachers may have to enter student responses directly into the student interface on behalf of the student.

# Pre-Administration Tasks

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- Verify your student is marked as an Alternate Assessment student in AIM and TIDE. AIM syncs with TIDE nightly, but this attribute must be flagged in TIDE for the student to be eligible for the appropriate test.
- If your student requires an alternate paper response option as an accommodation, place this request directly with OPI Assessment.
  - [opiassessmenthelpdesk@mt.gov](mailto:opiassessmenthelpdesk@mt.gov)
  - 1-844-867-2569
- Administer the Student Response Check (found on the Montana Assessment Portal).  
[https://mt.portal.airast.org/core/fileparse.php/1579/urlt/AMSA\\_StudentResponseCheck\\_PaperAdministration.pdf](https://mt.portal.airast.org/core/fileparse.php/1579/urlt/AMSA_StudentResponseCheck_PaperAdministration.pdf)

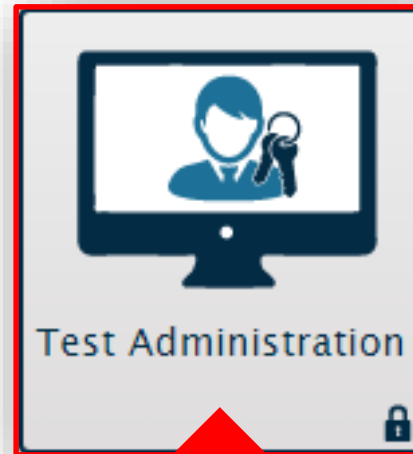
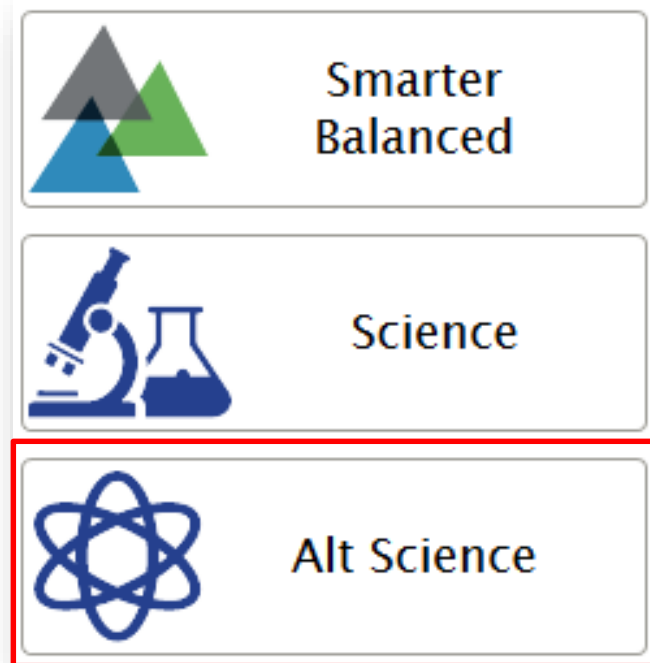



# Student Response Check (SRC)


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- The student response check should be administered prior to the test, to verify student responsiveness. There is a PDF available on the portal that can be printed out or shown on the computer for administration, depending on your student's needs. It is important to conduct this check for students that may be non-responsive.
- Student response types may vary depending on ability, IEP, accommodation requirements (eye gaze, pointing, etc.)

# Logging in to the TA Interface



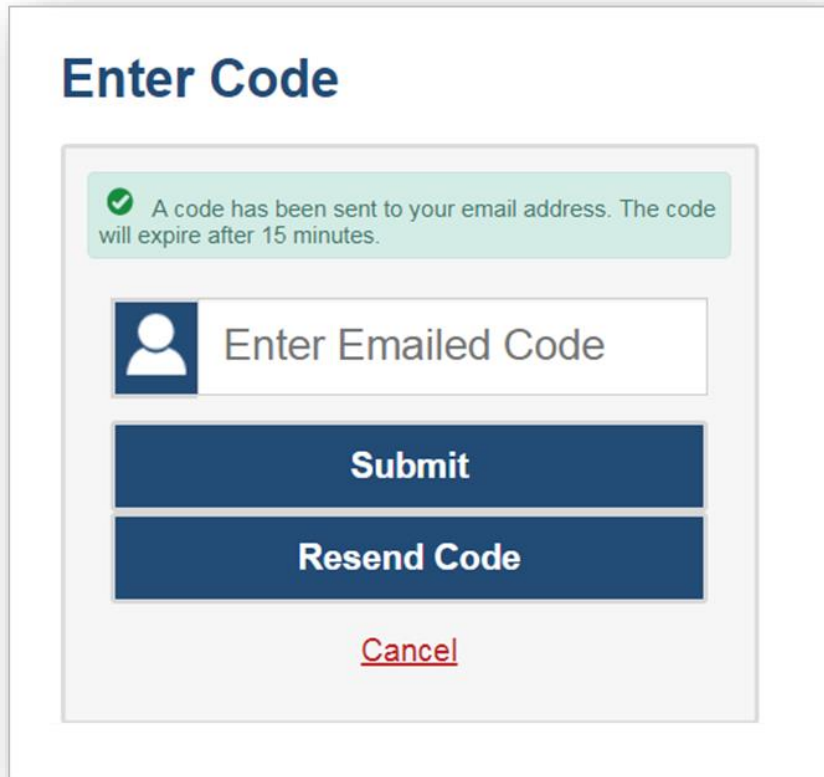
 Email Address

 Password

[Forgot Your Password?](#)


**Secure Login**

# Logging in to the TA Interface (continued)



**Enter Code**

✓ A code has been sent to your email address. The code will expire after 15 minutes.

 Enter Emailed Code

**Submit**

**Resend Code**

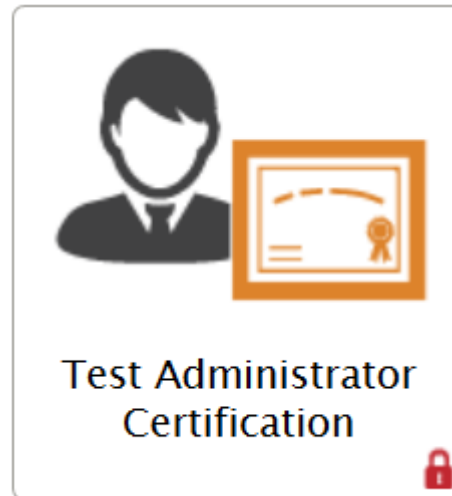
[Cancel](#)

- The system has an authentication process that will be triggered when you log in from a different device or browser, or after clearing your browser's cache.
- If you see this screen, an email containing the code will have automatically been sent to your email address.
- Enter the code and click **Submit**.
- If you need the code resent, click **Resend Code**.

# Online TA Certification Course

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- Required to create a test session in TDS
- Specific to each email account
- Same course for SBAC, MSA, AMSA



# Create a Test Session: Test Selection

## Test Selection Window

**Operational** Test Selection Expand All


Choose which tests to add to your session from the tree, and then start your session.

- ☐ Smarter Balanced Summative Assessments
- ☐ Montana Science Assessments
  - ☒ Alternate Montana Science Assessments
    - ☐ Grade 5
      - ☒ Grade 5 - Alternate Science Assessment
    - ☐ Grade 8
    - ☐ Grade 11
- ☐ Optional Interim Assessment Block (IAB)
- ☐ Optional Interim Comprehensive Assessment (ICA)


▶ Start **Operational** Session Close

# TA Interface: Session ID

[Session Attributes](#) [Student Lookup](#) [Approved Requests](#) [Print Session](#) [Help Guide](#) [Alerts](#) [Logout as Lname TE1, Fname](#)



Operational Session ID

 MT-9AF2-9


[Select Tests](#)  
[Approvals 1](#)

## Operational Test Session


1 students awaiting approval 0 print requests 0 active tests

# TA Interface: Banner

[Session Attributes](#) [Student Lookup](#) [Approved Requests](#) [Print Session](#) [Help Guide](#) [Alerts](#) [Logout as Lname TE1, Fname](#)



Operational Session ID

 MT-9AF2-9

[Select Tests](#)  
[Approvals 1](#)

## Operational Test Session

1 students awaiting approval 0 print requests 0 active tests

# Student Lookup

Quick Search

Advanced Search

Close

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

District/School

Demo inst 9997

Search

Grade

All Grades

First Name


Demo

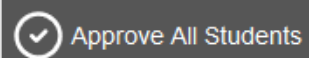
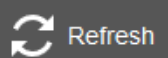
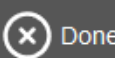
Last Name


Search Results

SSID	First Name	Last Name	Grade	Details
999999001	Demo	StudentB	05	
999999002	Demo	StudentA	05	




# Approving Student Entry



Approvals and Student Test 




1 students awaiting approval 0 active tests 0 tests in session  Alternate Montana Science Assessments

**Grade 5 - Alternate Science Assessment - 1 student(s)**

Student Name	SSID	Opp #	See Details	Action
Jefferson, Thomas	11111103	1	Custom 	 




# Denying Student Entry

Grade 5 - Alternate Science Assessment - 1 student(s)				
Student Name	SSID	Opp #	See Details	Action
Jefferson, Thomas	11111103	1	Custom	  






- **Deny entry to a test session in these circumstances:**
  - The student is not supposed to enter this session.
  - The student's demographic information is incorrect.
  - The student's required accommodations are incorrect.


# Review/Edit Student Test Settings


Grade 5 - Alternate Science Assessment - 1 student(s)				
Student Name	SSID	Opp #	See Details	Action
Jefferson, Thomas	11111103	1	Custom	  


Test Settings for: test, test

 Set  Set & Approve  Cancel


### Embedded Universal Tools


 Student Comments

 Expandable Items ☒

 Highlighter ☒

### Embedded Designated Supports

 Color Contrast

 Masking

# Logging into Student Interface

Please Sign In

First Name:

SSID:

Session ID:  -  -

Browser: Chrome

This is the Operational Test Site  
If you want to go to the Practice Test Site click the button below

Go to the Practice Test Site

Operational Test Site


Sign In

# Student Verification

## Is This You?

Please review the following information.

<b>First Name</b> DemoFirstName	<b>Username:</b> 9999999
<b>Last Name</b> DemoLastName	<b>Grade</b> 5
<b>Date of Birth</b> July 15, 2007	<b>School:</b> Demo School 9001

 Operational Test Site

Yes


No


# Student Test Selection

## Your Tests

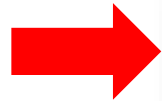
Select the test you need to take.

### Alternate Montana Science Assessment

**Start Grade 5 - Alternate Science Assessment**  
This is opportunity 1 of 1

[Back to Login](#)

# Student Audio/Video Checks



## Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

### Audio Playback Check

Make sure audio playback is working.



To play the sample sound, press the speaker button.

#### Next Step:

If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

I heard the sound

I did not hear the sound




Operational Test Site






# TA Monitoring Student Status

## Operational Test Session

0 students awaiting approval 0 print requests 1 active tests

 Alternate Montana Science Assessments


### Tests without issue

Student Information	Opp #	Test	Progress 	Test Status	Test Settings	Actions
Doe, Jane SSID: 9999999989	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 29%	Started	Standard 	


# Test with Potential Issues Table

## Operational Test Session



0 students awaiting approval   0 print requests   0 active tests

 Alternate Montana Science Assessments


### Tests with potential issues

Student Information	Opp #	Test	Progress ⓘ	Test Status	Test Settings	Actions
Doe, Jane SSID: 9999999989	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 43%	Paused, 1 min <a href="#">more info ▶</a>	Standard 	

### Tests without issue

Student Information	Opp #	Test	Progress ⓘ	Test Status	Test Settings	Actions
GUEST SSID: GUEST	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 29%	Started	Standard 	

# Printing Test Session Information



[Session Attributes](#) [Student Lookup](#)  [Print Session](#) [Help Guide](#) [Alerts](#) [Logout as User, DC](#)

**Operational** Session ID: **TEST-97D8-1** [Select Tests](#)




## Operational Test Session

**0** students awaiting approval **0** print requests **0** active tests Alternate Montana Science Assessments

### Tests with potential issues

Student Information	Opp #	Test	Progress 	Test Status	Test Settings	Actions
Doe, Jane SSID: 9999999989	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 43%	Paused, 1 min <a href="#">more info</a>	Standard 	



### Tests without issue

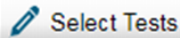
Student Information	Opp #	Test	Progress 	Test Status	Test Settings	Actions
GUEST SSID: GUEST	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 29%	Started	Standard 	

# TA: Pausing and Stopping Sessions

[Session Attributes](#) [Student Lookup](#) [Approved Requests](#) [Print Session](#) [Help Guide](#) [Alerts](#) [Logout as User, DC](#)

Operational Session ID

  TEST-97D8-1




## Operational Test Session


0 students awaiting approval

0 print requests




0 active tests

 Alternate Montana Science Assessments

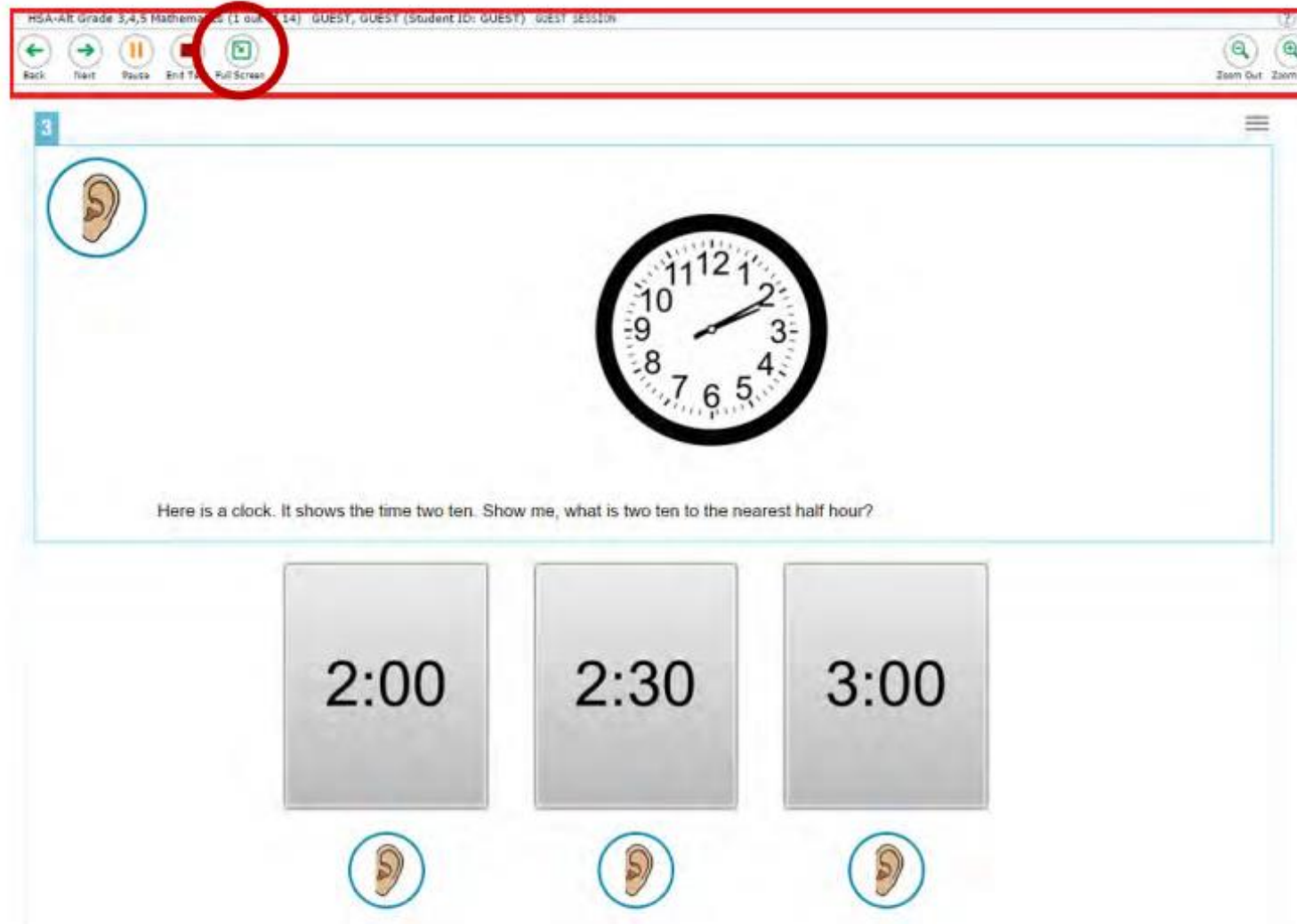
### Tests with potential issues

Student Information	Opp #	Test	Progress ⓘ	Test Status	Test Settings	Actions
Doe, Jane SSID: 9999999989	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 43%	Paused, 1 min <a href="#">more info ▶</a>	Standard 	


### Tests without issue

Student Information	Opp #	Test	Progress ⓘ	Test Status	Test Settings	Actions
GUEST SSID: GUEST	1	Grade 5 - Alternate Science Assessment	<div><div></div></div> 29%	Started	Standard 	 


# Navigation Bar Tools



# Student View – Full Screen Mode

**Next** 


**5**




Cora lives on a farm. There is a big barn next to her house.


Show me, what is next to Cora's house?


**barn**





**lake**






# Context Menu

## Context Menu



- Provides option for 'Mark as no response'

5



 Cora lives on a farm. There is a big barn next to her house.


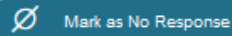
Show me, what is next to Cora's house?

barn





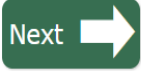
lake











 

# Universal Tools: Expandable Items












3





Which part of the plant transports water to the stem?



Flower





Leaf

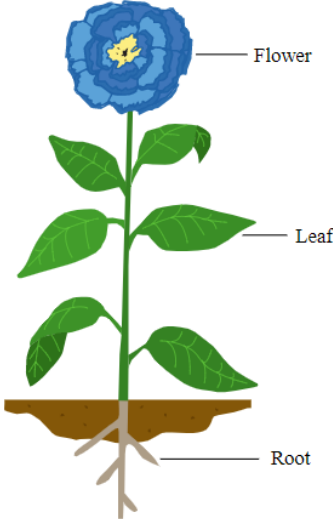


Root

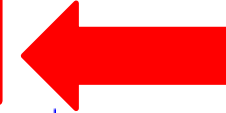
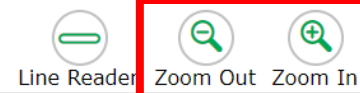




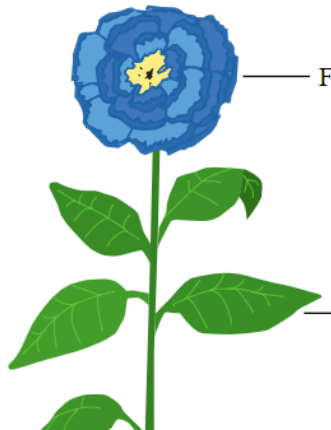
The picture shows three labeled parts of a plant: a flower, a leaf, and a root.



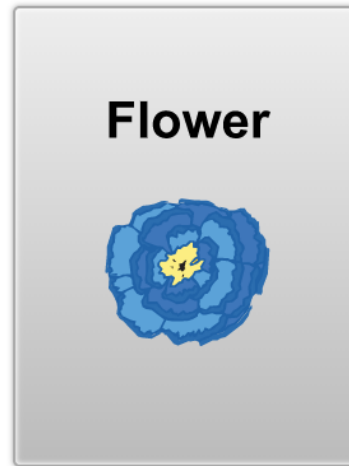
# Universal Tools: Zoom




The picture shows three labeled parts of a plant: a flower, a leaf, and a root.





Which part of the plant transports water to the stem?



# Items with Voice Recording

Next 


5 




Cora lives on a farm. There is a big barn next to her house.


Show me, what is next to Cora's house?


barn



lake







# Multi-Select Items

2



Select the **two** materials that are good insulators. Be sure to select **two** materials.

☐

Material V

☐

Material W

☐

Material X

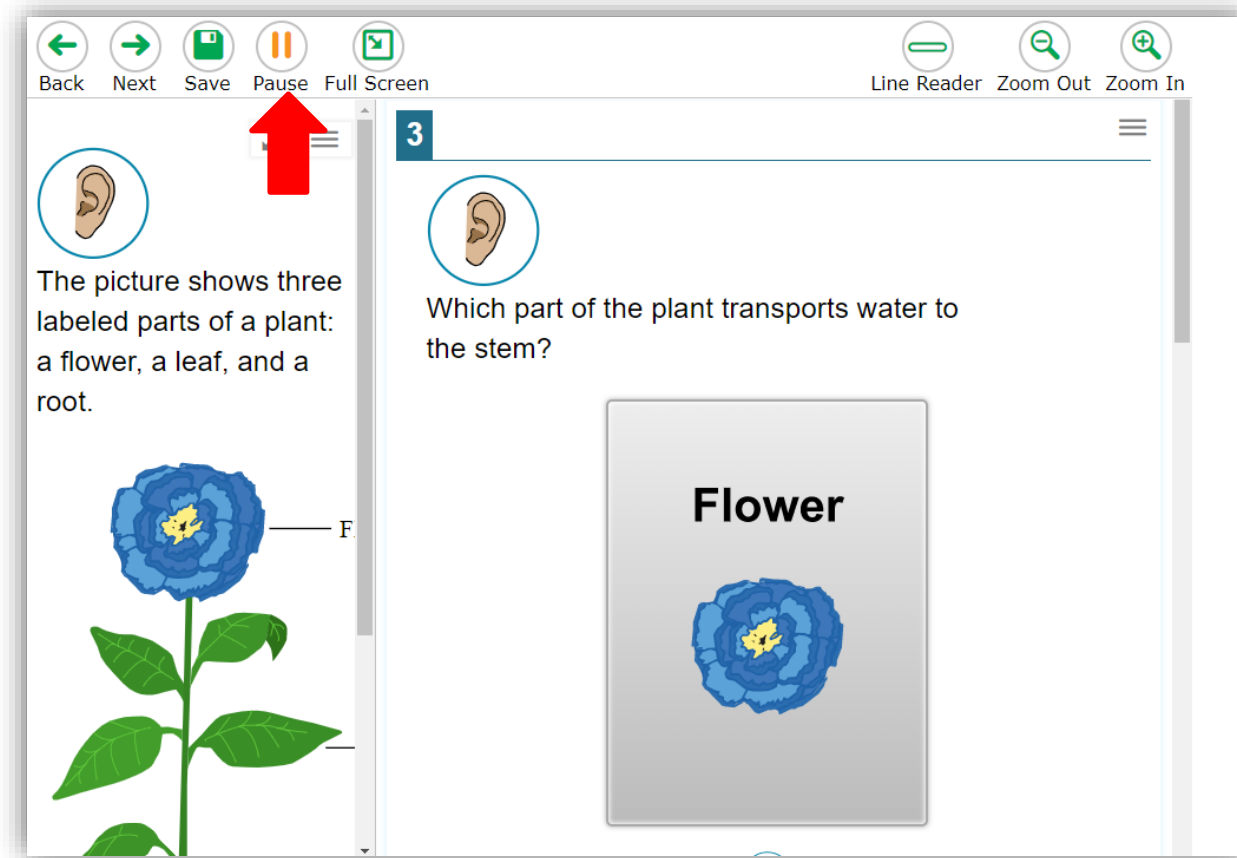
☐

Material Y

☐

Material Z

# Pausing the Test

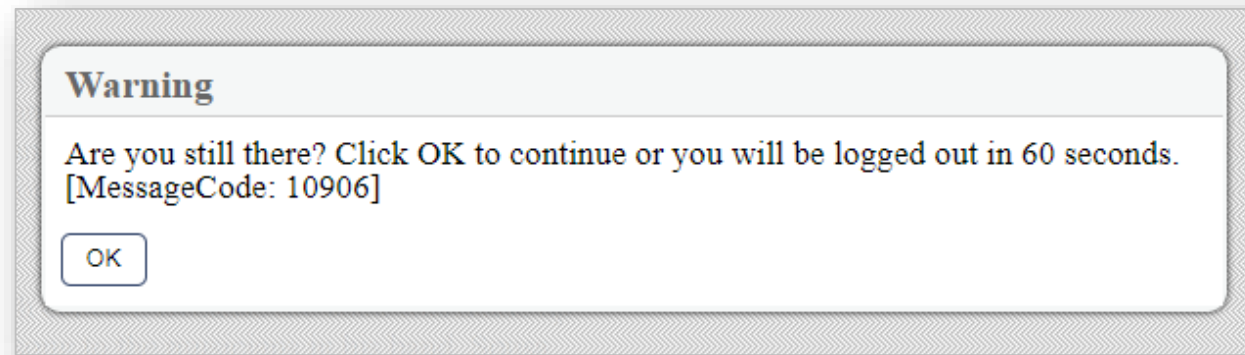


# Test Timeout

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## Test Timeout Due to Inactivity


- As a security measure, after **30 minutes** of test inactivity, students are logged out and their tests are paused automatically.
- Inactivity is determined by whether the student is interacting with the test by selecting answers or using navigation tools. Clicking an empty space on the screen is not considered activity.
- The student interface will receive a warning message prior to being logged out and must click **OK** on the pop-up message within 60 seconds in order to avoid automatic logout and pausing of their test.



# Early Stopping Rule (ESR)



- For students that are non-responsive, test administrators may end the test early.
- The student must be presented with the first 4 items on the test and demonstrate no response.
- The first 4 items must be presented and marked as 'no response' for the student to be considered a participant for accountability purposes.
- To end the test early, test administrators will be asked to verify that the student:
  1. Was administered the SRC with no response
  2. Had no visible response on the first 4 items of the test

5



 Cora lives on a farm. There is a big barn next to her house.



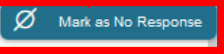
Show me, what is next to Cora's house?

barn



lake



# Early Stopping Rule

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- Students are eligible for the Early Stopping Rule when they have no consistent, observable response on the Student Response Check and on the first four items on the AMSA **because of deficits in communication skills.**
- The TA affirms that the student was provided with appropriate supports and sufficient response time.
- The Early Stopping Rule should not be used for students who have no consistent, observable response because of behavioral and other issues.

# End of Test

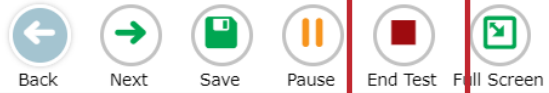
---

## Attention

You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button in the Navigation Bar.  
[MessageCode: 10915]

OK

# End Test



22



Abby notices that the days are warmer than they were a few weeks ago.

Which season is starting?

**summer**

## Attention

You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [MessageCode: 10900]

Yes

No

# TA: Transferring Sessions

Session AttributesStudent LookupApproved RequestsPrint SessionHelp GuideAlertsLogout as User, DC

Operational Session ID  
 TEST-97D8-1

Select Tests

**Operational** Test Session

0 students awaiting approval 1 print requests 2 active tests

Tests with potential issues

Student Information	Opp #	Test
DemoA, StudentA SSID: 999999001	1	Grade 5 M

Tests without issue

Student Information	Opp #	Test
DemoB, StudentB SSID: 999999002	1	Grade 5
DemoC, StudentC SSID: 999999003	1	Grade 5

**Important!**

One or more sessions are already open with this account. You may do one of three things:

1.) To administer an already active session on *this* device, enter your session ID in the box below and click [Enter]. The device that is already hosting the session will be locked out and this will be the only device that can oversee the session. This action will be invisible to all the students who may be in your session and *will not* interrupt any ongoing testing.

2.) If you are unsure of your session ID or you believe this may be an error, click [Start a Different Session]. This will create a *new* test session. Any students testing under the old session ID will not be interrupted, but they will need to re-login under this session if you are overseeing their session on this device.

3.) Click the [Logout] button to log out of *this* device. On-going test sessions *will not* be interrupted.  
[Message Code: 12305]  
1 OPEN Session(s)

Enter

Start a Different Session

Logout

# Logging Out of the TA Interface

The screenshot shows the TA Interface with a top navigation bar containing links for Session Attributes, Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout as [user]. A red arrow points to the Logout as link. Below the navigation bar, the Operational Session ID is displayed as TEST-97D8-1, with a Select Tests button and a refresh icon. The main content area is divided into two sections: Tests with potential issues and Tests without issue. The Tests with potential issues section contains a table with one row: DemoA, StudentA, SSID: 999999001, Opp # 1, Grade. The Tests without issue section contains a table with two rows: DemoB, StudentB, SSID: 999999002, Opp # 1, Grade and DemoC, StudentC, SSID: 999999003, Opp # 1, Grade. A red arrow points to the Grade column of the second row in the Tests without issue section. An Important! dialog box is overlaid on the right side of the screen, containing the text: "You are about to log out of all systems. Your test session will be stopped and all in-progress tests will be paused. Click [NO] to remain logged in to this system or click [YES] to exit all systems. [Message Code: 10507]". The dialog box has Yes and No buttons at the bottom.

Session Attributes Student Lookup Approved Requests Print Session Help Guide Alerts Logout as [user]

Operational Session ID TEST-97D8-1 Select Tests

**Operational Test Session**

0 students awaiting approval 1 print requests 2 active tests

Tests with potential issues

Student Information	Opp #	Test
DemoA, StudentA SSID: 999999001	1	Grade

Tests without issue

Student Information	Opp #	Test
DemoB, StudentB SSID: 999999002	1	Grade
DemoC, StudentC SSID: 999999003	1	Grade

**Important!**

You are about to log out of all systems. Your test session will be stopped and all in-progress tests will be paused. Click [NO] to remain logged in to this system or click [YES] to exit all systems. [Message Code: 10507]

Yes No

# Thank You!

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**For further information, please visit:**

**Montana Comprehensive Assessment Program Portal**

<http://mt.portal.airast.org>

**Montana Comprehensive Assessment Program Help Desk**

[mthelpdesk@air.org](mailto:mthelpdesk@air.org)

1.877.365.7915

**Emilia Birdsall**

Project Manager, Montana

Cambium Assessment

[ebirdsall@air.org](mailto:ebirdsall@air.org)

(202) 403-6354

